

Lesson 1: Accessing SHARP

□ Course Overview

In this course, you will be introduced to two people. Kelly has recently been hired to the Kansas Department of Transportation as a Payroll Processor and has learned that she will be using SHARP in her daily tasks. The SHARP trainer, Hall, will provide the training.

In Lesson One, you will learn, along with Kelly, the basic fundamentals of SHARP and SHARP security.



Hall



Kelly



Lesson 1: Accessing SHARP

Lesson Objectives

After completing this lesson, you will be able to:

- List SHARP major functions and its mission
- Explain how security role(s) drive the user's view in SHARP
- Learn how to sign in and out of SHARP
- Describe the training program for SHARP and the training materials/help tools available for SHARP users



Lesson 1: Accessing SHARP

□ Lesson Topics

In this lesson you will learn about the following topics. Click **Home** (at the lower left corner) at any time to return to this menu. Ctrl+Click each topic name to navigate to that topic.



Lesson 1: Accessing SHARP

❑ SHARP System Defined

The Statewide Human Resource and Payroll System (SHARP) is the system the State of Kansas uses to maintain its human resources and payroll.

Built on the PeopleSoft software platform, SHARP integrates human resources, payroll, and benefits to provide data to the general ledger in the State's accounting system, SMART. SHARP also provides paycheck data to the Kansas Employee Self Service.



Lesson 1: Accessing SHARP

Benefits of the SHARP System

Benefits of the SHARP System include, but are not limited to:

- Self Service allows employees to view their personal paycheck, leave balances, training summary, reissue W-2, and update their W-4 and K-4 tax information on line.
- Up to 3 preliminary pay calculations allows errors to be corrected before paychecks are issued.
- Time and Labor is capable of capturing labor hours and costs by project.
- The SHARP system is available Monday through Friday from 7:00 AM to 6:00 PM, Saturday and Sunday from 1:00 to 5:00 PM for core SHARP users. Employee Self-Service will be available to all employees 24 hours a day, 7 days a week, except for nightly backups from 6:00 - 7:00 PM and periodic limited availability during the Sunday maintenance window from 8:00 AM - Noon. An information page will display when the system is not available.



Lesson 1: Accessing SHARP

□ Functionality of the SHARP System

Eight integrated major process areas are included in the SHARP System.

- **Recruiting:** Used to maintain job vacancies, process job applicants and the hiring process.
- **Enterprise Learning:** Used to enter new training, complete student enrollment in courses/sessions, cancel enrollments, and record completed student training.
- **Workforce Administration and Compensation:** Used to maintain employee personal, job, and compensation information.
- **Payroll:** Used to maintain and view employee payroll taxes, deductions, paychecks, adjustments, and arrearages information.
- **Position Management:** Used to set up and maintain positions.
- **Time and Labor:** Used to maintain employee time and leave information.
- **Benefits:** Used to view and enter employee benefits information.





Lesson 1: Accessing SHARP

SHARP Training

You can find all of the SHARP training courses on the SHARP training website at:

<https://www.admin.ks.gov/offices/personnel-services/sharp1/9-2-training-desk-aids>



Lesson 1: Accessing SHARP

Help Resources

SHARP training helps prepare you to perform tasks, but once back at your agency, you may have questions as you learn to complete day-to-day tasks. Following are helpful resources that you can use to investigate your issues:

- Review the training materials.
- Check the SHARP Home page at <http://www.da.ks.gov/sharp/default.htm>, where SHARP documents, reports, updates, contacts, and more are listed.
- Ask the SHARP subject matter expert in your agency.
- Ask the central SHARP subject matter expert by calling the SHARP Help Desk at 785-368-8000, then select “Assistance with SHARP”. Or you can find the central subject matter expert’s contact information by following the SHARP Contact Information link on the SHARP Home page (link provided above) and contact the expert directly.





Lesson 1: Accessing SHARP

❑ SHARP Security and Access - 1

SHARP uses security roles to group tasks. Your access and the menu items you see will depend on the security roles you are assigned.

Access to SHARP is controlled through the use of a **User ID** and **password**. Each person who uses SHARP has a unique User ID and password.



SHARP Security Access page at :

<http://www.da.ks.gov/sharp/documents/sharpsecurity.htm>

provides guidelines for necessary roles, training requirements, and security form required to set up a user.



Lesson 1: Accessing SHARP

❑ SHARP Security and Access - 2

Your internet browser is used to navigate through SHARP and complete your daily tasks. The starting point is a web page called a **portal**.

The Statewide Human Resource and Payroll system (SHARP), Data Warehouse, and SMART all use the same software, PeopleSoft. A portal is a place where you can sign in once to access all of the PeopleSoft systems that you have permission to use. If you have access to both SHARP and SMART, you will use the same user name and password, they will be synchronized.

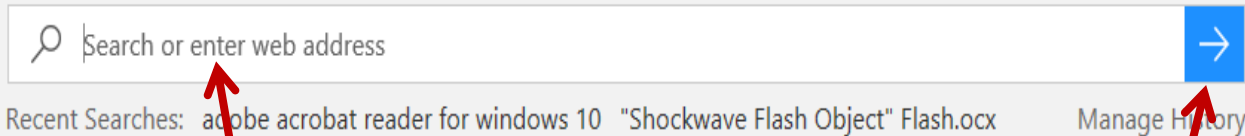
TIP: If you already use SMART, you keep your User ID and password. Your SHARP access is added after you complete training.



Lesson 1: Accessing SHARP

□ Signing into SHARP - 1

Where to next?



A screenshot of a web browser's search bar. The search bar is white with a magnifying glass icon on the left and a blue arrow button on the right. Below the search bar, there is a section for 'Recent Searches' with the text 'adobe acrobat reader for windows 10 "Shockwave Flash Object" Flash.ocx' and a link 'Manage History'.

Enter the SHARP web address obtained from your supervisor here and click the arrow.

Step 1: Open your browser and navigate to the SHARP web site.





Lesson 1: Accessing SHARP

❑ Signing into SHARP - 2

Sign In

User ID

Password

Sign In

User ID must be all caps

SHARP passwords must be changed every 30 days. A good password should:

1. Contain at least 8 characters (required)
2. Have at least one letter and one number (required)
3. Have at least one special character
4. Include at least one upper and one lowercase letter

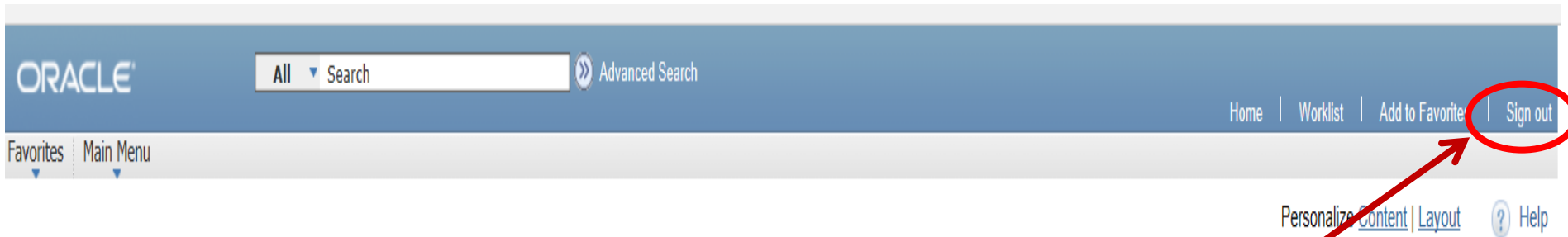
All information in the State of Kansas SHARP system is confidential. By logging onto this system, you agree to take all necessary and reasonable steps to protect and ensure that all information in the SHARP system shall remain secure and confidential and shall not be disclosed or revealed to anyone or any entity outside of its official use. Divulging or failing to safeguard and protect this information by you may result in disciplinary action being taken against you, up to and including termination of your employment, and possible civil and criminal charges.

Step 2: Enter your **User ID** and **Password**, then click the **Sign In** button.



Lesson 1: Accessing SHARP

❏ Signing Out of SHARP



Click on the **Sign out** link to exit SHARP.

For security reasons and to better utilize the system resources, it's important that you always use the Sign Out link, instead of closing the browser window, to sign out of SHARP.



Lesson 1: Accessing SHARP

Lesson Checkpoint

Now is your opportunity to ensure that you are learning the course material. Following are some questions to test what you have learned in this lesson. After you read the question, make your selection, then compare your response to the correct answer provided at the bottom of the page.



Lesson 1: Accessing SHARP

Lesson Checkpoint



True or False? If you have access to both SHARP and SMART, You will use the same User ID and Password for both.

- True
- False

The correct answer is True –SHARP and SMART access will be synchronized.



Lesson 1: Accessing SHARP

Lesson Checkpoint



How do you sign out of SHARP?

- Click the **Sign out** link in the navigation header
- Close your web browser
- Enter your User ID and password and click the Sign In button

Click the **Sign out** link in the navigation header



Lesson 1: Accessing SHARP

Lesson Checkpoint



True or False? SHARP passwords must be changed at least every 30 days.

- True
- False

The correct answer is True –SHARP passwords must be changed at least every 30 days.



Lesson 1: Accessing SHARP

Lesson Summary



Security roles are assigned to your User ID and determine which tasks you can perform in SHARP.

Sign In

User ID

Password

SHARP password must contain 8 characters, have at least one letter, one number, and one special character; and be changed every 30 days.

Home | Worklist | Add to Favorites | Sign out

Personalize [Content](#) | [Layout](#)  Help

You should always use the Sign Out link on the navigation header to sign out of SHARP.

In this lesson, I walked you through signing in and out of SHARP and covered some basic information on SHARP security. Listed on the left are some key concepts.



Lesson 1: Accessing SHARP

Lesson Completion

Congratulations! You have finished this lesson.

If you have another lesson to take, go back to the 9.2 Training Resources page to select the next lesson you want to take.

